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MEMORANDUM FOR THE RECORD

SUBJECT: Education Committee Meeting

1. On 12 January the Education Committee/OTR met with all members or representatives in attendance.
2. The consideration of their instructor's handbook was made. [REDACTED] presented the outline he has prepared for "OTR's Guide for Training Officers". After considerable discussion, it was agreed that an OTR instructor's handbook should be in the nature of two main sections, namely: (1) services and functions of OTR of interest to and available to OTR instructors, and (2) methods of instruction and techniques, and information available to OTR instructors which will assist them in being better instructors.
3. To implement the above planning, the following assignments were made to Committee members to produce a brief outline of the substantive material which they believe should be included in the particular areas of interest. This outline, reproduced in 12-15 copies, is to be submitted within two weeks to C/PPS. Assignments were as follows:
- a. JOT Program-- [REDACTED] 25X1A9a
 - b. Publications; index of pertinent Agency, CS, and OTR regulations and notices; organization of OTR with functions and responsibilities of personal interest to instructors
[REDACTED] 25X1A9a
 - c. Liaison outside OTR-- [REDACTED]
 - d. Evaluation methods and reporting procedures-- [REDACTED]
and [REDACTED] 25X1A9a
 - e. Services available to the instructors-- [REDACTED] 25X1A9a
 - f. Course planning-- [REDACTED] 25X1A9a

In support of the section above pertaining to methods of instruction, etc., [REDACTED] will take the responsibility for outlining this area. 25X1A9a

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4. PPS will send a request to all OTR schools asking the individual instructors to submit a bibliography of publications which have proven themselves of help and assistance in preparation for their instructional duties.

5. The general area of orientation and welcoming of new instructors into OTR was a subject proposed and considered of impending importance. [REDACTED] were asked to present an outline of action in this area. This outline will be presented to a future Committee meeting after the handbook and evaluation report forms have been considered. 25X1A9a

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[REDACTED]
Educational Specialist

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